



CAREER EXECUTIVE ASSIGNMENT (CEA) EXAMINATION ANNOUNCEMENT

Are you looking for a different type of state government job? Something with a little more excitement and a more fast-paced and fluid environment? How about an opportunity to be part of one of the most remarkable transportation projects in California's history? The California High-Speed Rail Authority (Authority) is a small and dynamic state agency that is looking for employees who are interested in a challenging but rewarding job opportunity. The Authority is looking for a Chief Information Officer that will provide leadership for the development and implementation of new information technology solutions, policies, standards, processes and procedures that govern the design, development, implementation, maintenance and advancement of the Authority's information technology infrastructure.

TITLE: Chief Information Officer

DEPARTMENT: California High-Speed Rail Authority

LOCATION: Sacramento

OPENING DATE: 08/28/2015

**FINAL FILING
DATE:** Until Filled

SALARY: CEA B \$8,985.00- \$10,703.00

**An appointment salary higher than the maximum range for a CEA B may be supported by the Department.*

CEA NUMBER: CEA/HSRA2

JOB DESCRIPTION: Under the direction of the Chief Administrative Officer, the Chief Information Officer serves as the Information Officer for the Authority and manages the Authority's Information Technology Services (ITS). In this capacity, the incumbent has the highest level management responsibility for Information Technology (IT) policies and project activities that support the operations and goals of the Authority. The incumbent has responsibility and will provide leadership with formulating, developing, approving and implementing the policies, practices and standards that have significant impact on the Authority's IT projects and has broad authority to direct the most critical tasks associated with IT architecture, operations, projects as well as strategic and tactical planning. The incumbent will provide leadership for the development and implementation of new IT technologies, policies, standards, processes and procedures that govern the design, development, implementation, maintenance and advancement of the Authority's IT infrastructure. The incumbent will also direct the work of the Rail Delivery Partner (RDP) to build the IT infrastructure/enterprise solution for the Authority.

The Chief Information Officer is required to work alone and/or in a team environment in the performance of the following:

- Provides vision and leadership for developing and implementing IT initiatives.
- Directs the planning and implementation of enterprise IT systems in support of business operations in order to improve cost effectiveness, service quality and business development.
- Formulates, approves and implements IT and enterprise policies, procedures and

standards that have an impact on the Authority's project.

- Develops practices and standards related to the delivery of IT operations and services; derives business value from IT related services and investments; ensures that technology policies and practices are in compliance with California State policies and that they are in alignment with the business needs and objectives of the Authority.
- Develops and administers best practices and processes for technology domains; responsible for the integration of all IT strategies, alignment, usage, practices, procedures, processes and decisions within the Authority.
- Evaluates the impact of upgrades to data communications services, set configuration standards and conventions and ensure the adequacy of network technical security systems; collaborate with Network Technology Services contractors to set direction for Authority standards.
- Manages, directs and controls the planning, development and maintenance activity for the Authority's IT technical operations including the local area network, wide area network, server farm and desktop support.
- Develops strategic direction to support enterprise solutions in the areas of content management, relational database technologies and business intelligence, as well as overseeing the Authority's data assets as it relates to structured and unstructured information, project planning and management.
- Drives the analysis and re-engineering of existing business processes, identifying and developing the capability to use new tools, reshaping the enterprise's physical infrastructure and network access, while identifying and leveraging the enterprise's knowledge resources.
- Directs the development and submission of the Request for Proposals, Feasibility Study Reports, Budget Change Proposals and Post Implementation Evaluation and Reviews for the above.
- Establishes and implements organizational goals, objectives, policies and operating procedures; manage and evaluate operational effectiveness and continuously implement process improvements.
- Directs preparation of IT strategic plans using industry standard strategic planning methodologies in order to meet current and anticipated business needs; evaluate enterprise IT solutions and ensure alignment with the Authority's strategic goals and objectives.
- Establishes performance metrics, define the relationship to the strategic plan and communicate those measurements to staff, peers and management; develop the annual IT budget and monitor those fiscal resources.
- Seeks improvements to the IT environment, policies and procedures to achieve operational efficiency; continuously evaluates IT services and management functions and develops process improvements to ensure effectiveness and efficiency in meeting IT business needs.
- Directs the work of the RDP to build the IT infrastructure/enterprise solution for the Authority.
- Manages and directs the activities of the Authority's IT staff; assign workload to staff and provide expectations on assignments, tasks and desired outcomes.
- Responsible for hiring qualified employees.
- Develops staff and management skill-sets, by working through subordinate managers; ensure effective staff development, administrator performance appraisals and provide staff feedback.
- Provides staff training and counseling on IT policies and procedures to ensure consistency in application of State and Authority standards.
- Advises management, staff and clients on matters regarding IT trends and best practices of enterprise services solutions. in order to maintain operational readiness and to continuously prepare for future technologies in compliance with Authority IT Standards, Asset Management, Security policies and procedures and related Department of Finance and State Administrative Manual requirements.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES:

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's Equal Employment Opportunity objectives.

These abilities and knowledge are expected to be obtained from broad administration or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

- Experience with enterprise services support.
- Must understand and be able to supervise technical skills (design, development and maintenance) as well as possess knowledge of applicable hardware and software.
- Knowledge of IT procurement processes to justify and secure resources.
- Demonstrate a service oriented, customer relations-sensitive attitude.
- Knowledge of the Authority's technology environment.
- Ability to be open-minded and flexible to other ideas and solutions.
- Ability to communicate effectively orally and in writing.
- Ability to manage multiple tasks, be creative, highly motivated and handle rapidly changing priorities and demonstrate leadership ability.
- Must understand the importance of meeting business needs through innovative solutions.
- Demonstrated ability to act independently with flexibility and tact.

EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. All candidates who meet the minimum qualifications may be admitted to the exam. The desirable qualifications listed on the bulletin will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications.

A passing score of 70%, or higher, must be obtained to establish eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA B, Chief Information Officer, Office of Information Technology** with the California High-Speed Rail Authority. Applications will be retained for twelve months.

FILING INSTRUCTIONS:

All interested applicants must submit:

- A completed standard original State application (Form 678) with civil service titles and dates of experience.
- The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.
- Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

SEND APPLICATIONS TO:

The application and Statement of Qualifications are to be submitted to:

California High-Speed Rail Authority
Attention: Human Resources- CEA/HSRA2
770 L Street, Suite 620 MS 4
Sacramento, CA 95814

Questions regarding this examination should be directed to: Ashley McGuckin at (916) 227-7850.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.